

## 2014 Short-Term Worker/Emergency Fire Fighter Hiring Procedure

The field has identified a need for personnel who provide valuable services during fire season, in addition to temporary work during the pre and post seasons. Since personnel shall not be hired as Emergency Fire Fighters for work that is not for a sudden and unexpected emergency, actual or potential, during the shoulder seasons those personnel shall be hired as Short-Term Workers.

### Key Considerations:

#### **Short-Term Worker (STW)**

For non-emergency work (i.e. preseason/postseason work, meetings or training) personnel may be hired as STWs. Pay can be set based on education, experience, and like positions in the Department.

- A short-term employee cannot work for an agency for more than 90 days in a continuous 12-month period.
- The continuous 12-month period begins on the date of hire.
- Consecutive or not, every day a short-term employee works counts toward the 90 day limit. A break in service does not erase the service.
- A short-term employee who has worked 90 days cannot be rehired by the DNRC in any capacity within 12 months from the initial date of hire as a short-term worker.

#### **Emergency Fire Fighter (EFF)**

For emergency work (i.e. to address a sudden and unexpected emergency, actual or potential, including severity/extended resources), personnel should be hired as EFFs. The position is terminated as soon as the emergency has been abated. Pay rates are established by qualification. Time worked must be charged to a fire "Org" number.

### Hiring Process:

If a person is hired pre-season as a STW, their employment as an STW must be terminated prior to hiring them as an EFF.

A Personnel Action Form (PAF) is the instrument used to terminate their employment as an STW. ***If area offices fail to submit the terminating PAF, the employee will retain their STW status and pay rate.***

To rehire that person for post-season work, a new "rehire" PAF must be submitted to revert them back to an STW in the fall.

### Scenario:

Only one switch back iteration is allowed per calendar year (STW to EFF back to STW).

- To hire as an STW, use the appropriate STW hiring forms. To terminate as STW, complete a "termination" PAF. Submit forms to HR.
- To hire as an EFF, use the appropriate EFF hiring forms. EFF termination is automatic when the emergency is abated. Submit forms directly to Payroll.
- To rehire as an STW, complete a "rehire" PAF. Submit forms to HR.

Hiring forms and packets are available at:

<http://dnrc.mine.mt.gov/EmployeeTools/Hiring/Default.asp>

### Note:

Payroll is required to keep two separate hire packets, one for the STW and one for the EFF. If you are using some of the original hire paperwork (like the W-4), you can copy it for the EFF hire packet but do not cross out the original date.